

ADDENDUM NO. 1
REQUEST FOR PROPOSAL
FOR
INTERIOR PLANTS
FOR
THE RALEIGH DURHAM AIRPORT AUTHORITY
FEBUARY 9, 2015

TO: ALL PROSPECTIVE OFFERORS
FOR: INTERIORPLANT REQUEST FOR PROPOSAL
DUE: FEBRUARY 20TH 2015

The referenced request for proposal is amended as follows and shall become a part of the whole agreement between the contractor and the Raleigh-Durham Airport Authority as outlined in the Execution of bid.

1. Plant container #8 was inadvertently omitted on map #3. It should be placed between containers 7 and 9. The plant and container information indicated on Attachments 1 and 2 for this arrangement is correct.
2. Specifications for holiday decorations have been revised. See revised Exhibit A, sections 13 and 14; and revised Exhibit D.
3. The specification for mulch material for Terminals 1 and 2 has been changed to mini pine nuggets. See revised Exhibit A; section 4.

Exhibit A
Scope of Work

1. GENERAL SERVICES REQUIRED

This Scope of Work covers the requirements for Interior Plant Installation and Maintenance Services at various facilities at the Raleigh-Durham International Airport.

The Contractor shall furnish and install the interior and exterior plants and containers specified as “leased” on Attachments 1 and 2. The Contractor shall also provide on-site maintenance services for all leased and Authority-owned plants. These services include planting, watering, fertilizing, mulching, pruning, trimming, straightening, rotating, leaf

removal, weeding, insect and disease treatment, cleaning and dusting, and any other provision needed to maintain healthy and attractive plants. The frequency of maintenance visits shall be "as needed" to maintain the appearance of all plant material, containers, and beds, but shall be no less than once each week.

No later than June 30th, 2015, the Contractor shall renovate the exterior plant beds and containers in the parking garage with new plants, as indicated on Attachment 1. The scope of the renovation includes the removal and disposal of existing plant materials and any additional soil or amendments necessary to adjust the soil to proper levels. The scope also includes new top dressing material and any adjustments to the existing irrigation system needed to adequately supply water to the new plant configuration. The cost of the renovation will be incorporated into the monthly maintenance charge and prorated over the term of the contract.

2. PLANTS AND CONTAINERS

All plants furnished by the Contractor shall be of a quality and size equal to or surpassing Foliage No. 1 grade, as described in the Interior Plant Specifications section of the latest edition of Guide to Interior Landscape Specifications, published by the Associated Landscape Contractors of America.

Prior to installation, it shall be the Contractor's responsibility to notify the Authority of any specified plant material that may not be suitable due to light or other environmental conditions. In such case, the Contractor shall propose alternative materials.

All plants shall be free of pests and disease, and shall have well developed root systems which shall afford firm support and physical stability of the plant parts above the soil. No plants provided under this Agreement shall be accepted which require permanent staking in order to maintain an upright position.

Plant foliage must present an appearance representative of the species. It shall be free of any yellowing or poor chlorophyll formation; as well as any blemishes resulting from mechanical, chemical, pathological, or pest-induced damage. Foliage will be hand cleaned as necessary and shall be free of dust, water spots, cobwebs and fungal or pesticide residue.

Plants shall be pruned to maintain a neat appearance and in accordance with standard horticultural practice to preserve the natural character of the plant. In general, trailers shall not drape over the lip of the container and limbs shall not intrude into surrounding walk space. Dead wood and all stubs resulting from pruning shall be removed.

All interior plant containers and exterior plant beds shall be kept free of dead leaves, clippings, trash and other debris. Interior containers shall also be kept clean and free of water marks and dust.

3. PLANT AND CONTAINER REPLACEMENT

For leased and Authority-owned plants, and at no additional cost to the Authority, the Contractor shall automatically replace any plant material that becomes unsightly due to deterioration, disease, overgrowth, or other reasons, with new plants that are comparable in

size and species. Deviation from the original plant type will not be allowed without the approval of the Authority's Representative. Replaced plants must be removed from the facility immediately and shall not be turned over to building occupants. The Authority shall reimburse the Contractor for plants that have to be replaced due to accident, abuse, vandalism, theft, or other factors beyond the Contractor's control, however, the Authority shall not be responsible to reimburse the Contractor for plant material that dies or suffers due to the plant's intolerance of existing environmental (temperature, light, etc.) conditions.

For leased and Authority-owned containers, the Contractor shall automatically touch up scratches and chips on the container surface at no additional cost to the Authority. For more severe container damage, the Contractor shall notify the Authority's representative and, upon authorization, shall replace the damaged container. Should a container need to be replaced due to accident, vandalism, theft, or other factors beyond the Contractor's control, the Authority shall reimburse the Contractor for the cost of the container plus materials and labor for installation.

4. TOP DRESSING

Each interior container shall contain a top dressing of shredded pine mulch, pine nuggets or synthetic moss according to the table below. Top dressings shall completely cover all soil and grow pots within the container and shall be replenished as necessary to maintain a fresh appearance.

Each exterior plant bed shall contain a top layer of mulch which completely covers the soil and plant roots. Throughout the year, the mulch will be raked or turned to maintain a fresh appearance and, upon each twelve month anniversary of this Agreement, a one-inch layer of mulch will be added.

Location	Type of Top Dressing
Terminals 1 & 2	Mini Pine Nuggets
AOC, GAT, MX, RDUC	Synthetic Spanish Moss; gray
Parking Garage	Shredded Pine Mulch

5. ROTATION OF BLOOMING PLANTS

All interior blooming plants shall be changed out at least every twelve (12) weeks. During the holidays, poinsettias will replace the normal blooming plants. Poinsettias shall be at least six inches in height and the color shall be red. There will be two rotations of poinsettias installed during the holiday season. The first installation will occur on the Monday and/or Tuesday before Thanksgiving Day. Three (3) weeks later, the second installation will take place. All holiday plants shall be rotated out and replaced with routine blooming plants on the first or second business day of the New Year.

6. HOURS OF SERVICE

Normal hours for service shall be between 8:00 a.m. and 5:00 p.m. Monday through Friday. The Contractor shall schedule work to minimize disruption to customers and building occupants. Any work inside the terminals requiring a ladder or lift must be performed between the hours of 11:00 p.m. and 4:00 a.m. unless otherwise approved by the Authority's Representative.

7. TOOLS, EQUIPMENT, AND MATERIALS

The Contractor shall provide the proper tools, equipment, and materials needed to accomplish the services and obligations herein, and to ensure their compliance with local, state, and federal codes and regulations. The Contractor shall safely manage all tools, equipment, and materials so as to protect the Authority's customers, employees, and property, and shall transport such tools, equipment and materials to and from the work site for each maintenance visit. While working in the secure area of the terminals, the Contractor shall take extreme care to eliminate the accessibility of tools, equipment, and materials to others.

8. WATER

For the purpose of watering plant material, the Contractor may obtain water from exterior hose bibs, interior mop sinks, or other sources designated by the Authority's Representative. The Contractor shall provide any equipment or apparatus needed to properly apply the correct amount of water for interior and exterior plants. All water spills and over-spray must be cleaned up immediately to prevent slips/falls and damage to building surfaces.

The exterior plant beds located in the parking garage utilize a Toro Sentinel irrigation system. The Contractor shall not be responsible for the programming nor the repair of the irrigation system; however, the Contractor shall promptly notify the Authority's Representative of any anomalies with the system. The Contractor shall also furnish a watering schedule to be used to program the irrigation system for the months of April through October. From November 1st through March 31st, the system is winterized and the Contractor must provide hand watering. A hose bib located at the tunnel entrance to Terminal 1 may be used to obtain water during the winter months.

The Authority's domestic water is provided by the Town of Cary. Any water use restrictions imposed by the Town must be adhered to by the Contractor while working at the Airport. At times when automatic irrigation is prohibited, the Contractor shall make other arrangements to keep the outdoor plants in proper condition.

9. SUPERVISION

The Contractor shall provide a Project Manager, separate from the service technician(s), who shall be responsible for insuring contract compliance and shall serve as the Contractor's primary contact for the Authority. The Project Manager shall be able to read, write, speak and understand the English language and shall carry a cell phone with email capabilities for contact purposes. The Project Manager shall inspect all plants on a monthly basis and provide a report to the Authority Representative documenting the results of each inspection. In addition, the Project Manager shall be available to meet with the Authority's Representative as needed to discuss performance and other issues.

10. PARKING

The Contractor's badged employees may park free of charge in the parking garage while providing services in the terminal / parking garage area. Parking on the terminal curb, or in any non-designated area, is not allowed and may result in fines and/or towing charges to the Contractor.

11. PERSONNEL

- A. The Contractor's personnel working on Authority property shall comply with the rules and requirements of the Authority regarding conduct, appearance, cleanliness, work history, qualifications, and personal history (including without limitation, violent or criminal conduct). The Contractor shall perform all background checks, and other procedures required by Authority policy, at the Contractor's expense. At the request of the Authority, the Contractor shall provide assurances to the Authority, satisfactory to the Authority, that the Contractor's personnel comply with the rules and requirements of the Authority, pertaining to work history and qualifications, and personal history. Upon the request of the Authority, which may be made without cause or reason, the Contractor shall reassign or make other arrangements so that a particular employee or agent of the Contractor does not perform work as part of this agreement.
- B. While on Authority property, the Contractor's employees shall conduct themselves in a professional and businesslike manner. Sexual harassment, profanity, loud and obnoxious behavior, etc. will not be tolerated at any time. The use or possession of, or working under the influence of, alcohol or illegal drugs while on Authority property shall not be permitted. Possession of firearms and other weapons on Authority property is illegal and may result in prosecution of the offender. Personal cell phone conversations and other disrupting behavior within office buildings shall not be allowed.
- C. The Contractor's employees shall wear their company's standard uniform while working on Authority property. Uniforms shall be clean and in good condition, and shall bear the company's name and/or logo. The Contractor shall provide personal protective gear and clothing as necessary to protect his employees, and such gear and clothing shall generally be in good condition and function as intended. Contractor personnel shall perform all work in a safe manner, following the rules and guidelines established within the industry and by federal, state, and local governments.
- D. The Contractor shall ensure that his employees receive up-to-date training to maintain their expertise in the horticultural industry.

12. SECURITY

- A. The Contractor shall cause its employees and agents to obey all reasonable instructions and directions issued by the Authority concerning its operations when the Contractor's employees and/or agents are on Authority property. When the Contractor's personnel are on Authority property, the Contractor's employees shall comply with the Authority's security, safety, and fire protection procedures. If the Contractor is provided keys or other

access devices, including without limitation codes and passwords, to Authority premises, equipment, or systems, the Contractor shall protect such keys or access devices, shall account for all such keys and access devices in accordance with direction by the Authority, and shall return and discontinue use of all such keys and access devices upon request, or upon termination of its obligations hereunder. The Authority shall have the right to inspect the contents of all containers or packages being brought onto or removed from Authority property.

- B. The Contractor shall have at least two technicians that are badged by the Authority's Badging Office for unescorted access to the Security Identification Display Area (SIDA). In addition, the project manager shall obtain a SIDA badge.

In order to receive a SIDA badge, the employees must pass a FBI Criminal History Records Check, a TSA Threat Assessment and attend a three-hour SIDA training class conducted at the airport. The Contractor is responsible to pay all fees for the badging process. Applicable badging fees are highlighted on Attachment 4. The Contractor shall be required to complete the badging process prior to the start of the contract.

13. EXTRA SERVICES

From time to time, the Authority may request the Contractor to provide related services that are not specifically included in this Scope of Work. Such services may be performed by the Contractor after a price quote has been furnished to the Authority and a written change order has been issued to the Contractor. The Contractor's pricing for such work shall be based on either "time and materials/not-to-exceed" or "fixed price", whichever pricing format is requested by the Authority. Examples for this type of work include, but are not limited to, the provision of temporary plants for special functions and the temporary or permanent relocation of plant containers.

14. HOLIDAY DECORATIONS

On an annual basis, the Contractor shall provide the holiday decorations specified on Exhibit D. All decorations shall be in excellent condition and shall meet the approval of the Authority's Representative.

In September, preceding each holiday season, the Contractor shall meet with the Authority's Representative to discuss the upcoming installation. Any changes in quantity or type of decorations shall be identified at that time and the Contractor shall provide a price quote for such changes.

Unless otherwise authorized by the Authority's Representative, the installation of holiday decorations shall be completed during the first week following Thanksgiving and shall be removed during the first week following New Years Day.

END OF SCOPE OF WORK

EXHIBIT D PROPOSAL PRICING SHEET

Indicate the proposed annual amount in the table below. The proposed amount includes plant and container rental charges, guaranteed plant maintenance services, blooming plant rotation, and the cost of labor and materials for initial installation.

Facility	Monthly Amount (round to nearest whole dollar)
Airport Operations Center (AOC)	\$
General Aviation Terminal (GAT)	\$
Maintenance Building (MX)	\$
RDU Center	\$
Terminal 1 (T1)	\$
Terminal 2 (T2)	\$
Parking Garage (PG)	\$
Monthly Total	\$

Indicate hourly labor rate for extra services and material/services markup in table below.

Hourly labor rate for extra services	\$
Markup on billable materials and subcontracted services	%

Indicate prices for the type and quantity of holiday decoration items listed below. Pricing includes delivery, installation, and take down.

Quantity	Item	Extended Price
1	12' artificial Olympia Pine Christmas tree with bow topper; heavily prelit with LED white lights; undecorated. Bow shall be constructed of three 5-yard multi-loop bows, 4-inch ribbon, and five matching streamers flowing from the top to the base of the tree; color shall be red with gold edges.	\$
1	20' artificial Olympia Pine Christmas tree with bow topper;	\$

	heavily prelit with LED white lights; undecorated. Bow shall be constructed of three 10-yard multi-loop bows, 6-inch ribbon, and seven matching streamers flowing from the top to the base of the tree; color shall be red with gold edges.	
3	5' Concord pencil trees with lights; heavily decorated	\$
22	30" artificial wreaths with 5-yard multi-loop bows (2 ½ inch ribbon); bow color shall be red with gold edges. Installation from 6' step ladder.	\$